

Adding an Event

There are three ways to add events to your calendar. You can:


1. Add a Detailed Event.
2. Add a Quick Event.
3. Import events.

The first way to add your event: Adding a Detailed Event (New Event tab)


To add a Detailed Event:

1. Access the calendar from within the appropriate workspace. The calendar will open to the *Calendar* tab.
2. Click on the *New Event* tab. A *New Event* window will display. Notice it has five tabs.

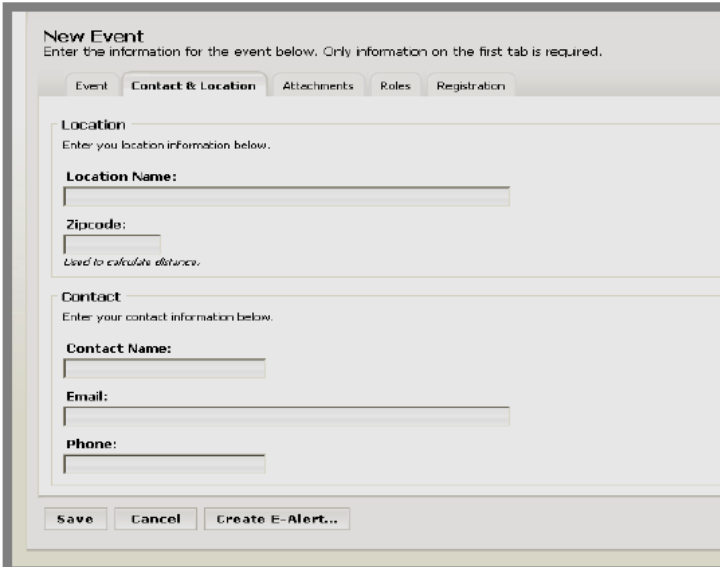
3. On the *Event* tab:
 - a. Enter a date for the event. Note: the format for the date must be mm/dd/yyyy (required).

TIP: Clicking on this icon  will bring up a calendar that you can use to find the date you want.

- b. Enter an Event Title (required).

- c. If you are a Site Director or the Homepage Editor for the *main site* and you wish to make the event mandatory, click in the checkbox to the left of Mandatory Event (optional). A mandatory event will display on all calendars. This icon  will display to the left of the event on the calendar. Note: Subsite Directors, Homepage Editors for *subsites* and Section Editors cannot make an event mandatory.
 - d. Enter the Start and End Times for the event (optional—defaults will apply). The event Start Time defaults to 8 a.m. and the End Time defaults to 5 p.m. Use the drop-down boxes or check boxes to adjust the Start and End times for the event. Note: If you choose “No Specific Time,” no Start or End Times will display for the event. If you choose “No Ending Time,” only a Start Time will display for the event.
 - e. If the event will recur, use the drop down list under Recurrence to choose the frequency of recurrence (optional). *You must enter a Stop Date for recurring events.*
 - f. Enter a description of the event in the **Schoolwires Editor** that appears below the word “Description” (optional). See the **Centricity** chapter, “**Editor**” for more information.
 - g. If website addresses (URLs) are applicable, enter them (optional).
4. Click on the *Contact & Location* tab if you want to enter contact and location information.

TIP: Be sure to include a zip code for the event location. If users have entered their zip codes into their profiles, this will enable the calculation of the distance to the event for each user.



The screenshot shows a web form titled "New Event" with a subtitle "Enter the information for the event below. Only information on the first tab is required." The form has five tabs: "Event", "Contact & Location", "Attachments", "Roles", and "Registration". The "Contact & Location" tab is selected and active. It contains two main sections: "Location" and "Contact".

Location Section:

- Text: "Enter your location information below."
- Field: "Location Name:" with a text input box.
- Field: "Zipcode:" with a text input box.
- Text: "Used to calculate distance."

Contact Section:

- Text: "Enter your contact information below."
- Field: "Contact Name:" with a text input box.
- Field: "Email:" with a text input box.
- Field: "Phone:" with a text input box.

At the bottom of the form are three buttons: "Save", "Cancel", and "Create E-Alert..."

Contact & Location tab

5. If you wish to attach files, click on the *Attachments* tab (optional).

New Event
Enter the information for the event below. Only information on the first tab is required.

Event Contact & Location **Attachments** Roles Registration

Attachment Description:
[Text Box]

File Path:
[Text Box]

Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file.

Attachment Description:
[Text Box]

File Path:
[Text Box]

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Attachment Description:
[Text Box]

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[Text Box]

Enter the file path for the file you wish to attach or click the *Browse* button to browse your computer or network for the file.

Attachment tab

6. On the *Attachment* tab:

- a. Enter the Attachment Description on the first line.
- b. Enter the file path for the file you wish to attach or click on the *Browse* button to locate the file you want to attach.
- c. Highlight the file you wish to attach and click on the *Open* button. The file path for the attachment will display on the *Attachment* tab on the line to the left of the *Browse* button. As you can see, you can attach up to three files.

7. Click **Save**. You will return to the calendar view page.